



# CITY OF PERTH AMBOY

## Job Posting

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<b>TITLE:</b>	<b>Community Service Aide</b>
<b>SALARY:</b>	<b>\$43,911 - \$49,139</b>
<b>DEPARTMENT:</b>	<b>Public Library</b>
<b>DATE POSTED:</b>	<b>February 10, 2025</b>
<b>DEADLINE:</b>	<b>March 10, 2025</b>

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The City of Perth Amboy is looking for an individual to fill a full-time position of Community Service Aide within the Perth Amboy Free Public Library.

**Job Description:** The Community Service Aide at the Perth Amboy Free Public Library will be responsible for promoting community-based services, developing programs that support the personal and professional growth of local residents, and ensuring strong communication and outreach within the community. The ideal candidate will have hands-on experience in community service, exceptional organizational skills, and a strong leadership ability to support the library's mission of connecting residents to valuable resources and opportunities.

**Requirements:** Minimum of 2 years working with the community in a service-oriented role, promoting community-based services, and developing outreach programs. Strong written and verbal communication skills, with the ability to interact effectively with diverse community members and stakeholders. Bilingual in both English and Spanish. Excellent organizational and time-management skills, with the ability to manage multiple projects simultaneously. Proven ability to lead and motivate a team, including volunteers and peers, to meet community service goals. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with database management. Experience in designing, planning, and executing community-based programs that contribute to the growth and development of residents. Ability to engage effectively with diverse groups, understand community needs, and tailor services to meet those needs.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.



### *Equal Employment Opportunity Employer*

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**NOTE:** Appointments may be made to positions requiring bilingual skills.

**01314 - Bilingual in Spanish and English**

**SPECIAL SKILL:** Applicants must be able to read, write, speak, understand, and communicate in Spanish and English sufficiently to perform the duties of this position.

#### **EXAMPLES OF WORK:**

Assists in gathering/disseminating community relations information and aids in making community residents aware of existing programs available to them in areas such as housing, urban renewal, education, welfare, unemployment, and crime prevention.

Assists in the implementation and delivery of community-oriented service programs which benefit community residents.

Meets with residents to help determine their home, financial, and social conditions which might qualify them for assistance with various agencies/programs.

May set up appointments for residents with appropriate public or private agencies.

May attend community meetings or help organize community residents to work together to deal with specific community concerns.

May disseminate information on various community-oriented agencies.

Refers information to appropriate agencies regarding needs for new/altered programs for community residents.

Conducts surveys, gathers data/information, and projects anticipated problems concerning activities and changes in the community.

Prepares reports.

Maintains essential records and files.



Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### **REQUIREMENTS:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of the procedures, policies, programs, and resources of local community agencies after a period of training.

Knowledge of the problems encountered by community-oriented programs.

Ability to identify the needs of residents and the community as a whole and to identify resources to meet those needs.

Ability to work harmoniously with associates, families, individuals, and other agencies or organizations.

Ability to collect and make correct appraisals of factual information regarding individuals and families.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to maintain essential records and files.

Ability to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.